

GRANT APPLICATION FORM INSTRUCTIONS

The Community Policing Fund grant application form may be downloaded from the DCJS web site at <http://www.dcjs.virginia.gov/cple>; see “Community Policing Fund – 2006” grant program.

Grant Program – Grant program is “Community Policing - 2006.”

Applicant Jurisdiction - Use this space to provide the name of the locality applying.

Applicant FIN – Use this space to provide the applicant locality’s federal identification number.

Jurisdiction(s) Served - List all localities to be served.

Program Title – The program title is “Community Policing.”

Grant Period - The grant period is July 1, 2006 through December 31, 2006.

Project Director, Project Administrator, and Finance Officer

Project Director - The person who will have day-to-day responsibility for managing the project.

Project Administrator - The person who has authority to formally commit the locality to complying with all the terms of the grant application including the provision of the required cash match. This **must** be the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum, or other document by which the signing authority was delegated.

Finance Officer - The person who will be responsible for fiscal management of funds.

It is extremely important that you provide fax and telephone numbers and E-mail addresses for each person.

Brief Project Description – A short description of the proposed project.

Project Budget Summary – Total figures from “Itemized Budget.”